Realist User Guide

Revised 1/1/2006

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www.njmls.com

Introduction

Introducing Realist.com

Realist.com is a full-featured, web-based public record service that integrates with XL Paragon to deliver street, flood, assessor and zoning maps.

Realist.com Maps

Flood Maps

Flood map data is derived from the Flood Insurance Rate Map created by FEMA (Federal Emergency Management Agency) and enhanced with data from other private sources.

Flood Data

Realist.com provides access to the FEMA flood panel, the date of the flood panel, and the code indicating whether or not the property is determined to be within the flood zone. The flood zone code "X" is very common – it indicates that the area has been surveyed and is not deemed a flood risk. The flood zone code "C" also indicates that the area is determined to be outside the 100 and 500-year flood plains. Other codes may well indicate that there is flood risk associated with the location of the property. For complete flood information, contact a flood determination specialist.

Street Maps

Street maps are available on Realist.com from MapQuest. The map can be viewed or printed with the subject property located by a star symbol. MapQuest maps are created using data from the US Census Bureau and significantly enhancing it.

Assessor's Tax Maps

Large format tax maps are maintained by the assessor's and/or recorder's office to locate all parcels of real estate. Lot dimensions, lot size, distance from landmarks, other locating measurements and identifying information may be included on the maps. First American Real Estate Solutions converts tax maps to a computerized *tiff* image format for storage and presentation.

Zoning Maps

Large format zoning maps are maintained by municipalities to indicate how local land use is regulated. First American Real Estate Solutions converts zoning maps to a computerized *tiff* image format for storage and presentation. The quality of zoning maps may vary by location depending on the quality of the source maps. Individual parcels are often not represented on maps, but zoning classifications will be indicated by zone boundaries. Zoning classification designations may be different in each municipality. Consult the legend on each map for details.

Logon

NJMLS members can only access Realist.com by logging on to the XL Paragon system. Once authenticated by the NJMLS system, Realist.com requires no further logon. Each time an MLS member clicks a link to Realist.com from their MLS system, certain identifying information is automatically sent to Realist.com servers.

End User License Agreement

An NJMLS member accessing Realist.com for the first time will be presented with the Realist.com End User License Agreement. The license agreement can be reviewed and printed. In order to use Realist.com, NJMLS members must click the "**Accept**" button before they can use any of the Realist features.

Links

There are two types of links to Realist.com from XL Paragon.

Main Link

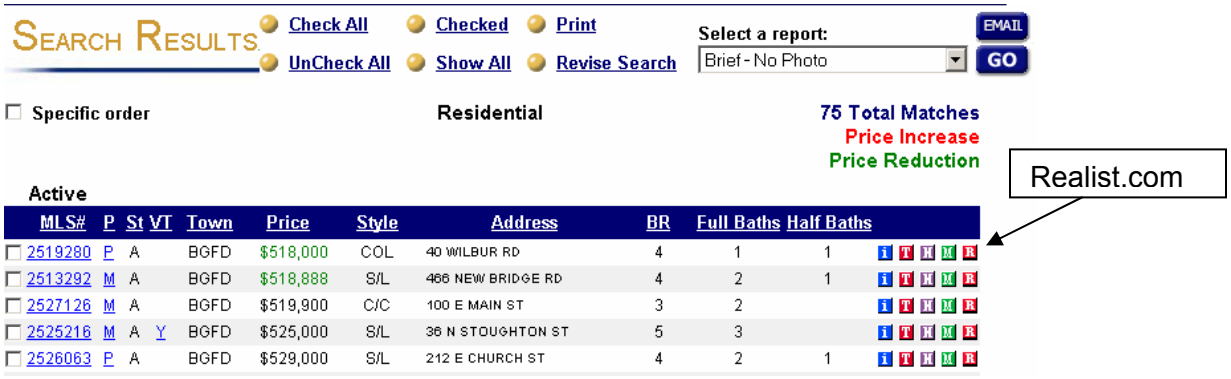
Allows users access to the Realist.com homepage where complete search and display options are available. This is accomplished through a link from XL Paragon's Main Menu.

Property Link

From individual listings in the XL Paragon system or from a property record in the tax database, users can display the corresponding public record data contained in Realist.com. This is accomplished by a hyperlink on the One Line Report View or a hyperlink contained in the MLS listing or tax record display (see next page).

Linking to Realist.com from Search Results

- Link to Realist.com from a listing on the One Line Summary by clicking the **"R"** hotlink at the far right of the screen.


SEARCH RESULTS
Check All
Checked
Print
UnCheck All
Show All
Revise Search
Select a report:
Brief - No Photo
EMAIL
GO
Specific order
Residential
75 Total Matches
Price Increase
Price Reduction
Realist.com
Active
MLS# P St VT Town Price Style Address BR Full Baths Half Baths
2519280 P A BGFD $518,000 COL 40 WILBUR RD 4 1 1
2513292 M A BGFD $518,888 S/L 466 NEW BRIDGE RD 4 2 1
2527126 M A BGFD $519,900 C/C 100 E MAIN ST 3 2
2525216 M A Y BGFD $525,000 S/L 36 N STOUGHTON ST 5 3
2526063 P A BGFD $529,000 S/L 212 E CHURCH ST 4 2 1

- Link to Realist.com from a listing on the One Line Tax Search Summary by clicking the **"R"** hotlink at the far right of the screen.

Desktop Search Prospects Tours/Open Houses MLS Roster Toolkit Listing Maintenance Logoff
TAX RESULTS
Check All
Show Checked
Print
UnCheck All
Show All
Revise Search
Select a report to view:
Detail Report
GO
Realist.com
Specific order
BERGEN
31 Total Matches
Address City Owner Owner Ph Sale Date Sale Amt Taxable Value SqFt P
615 SYLVAN PL HAWORTH POSTMAN RYAN 11/18/2005 599500 521900 8999 P
621 SYLVAN PL HAWORTH BERARDI JACK L 402800 8999
597 SYLVAN PL HAWORTH HALL SHAWN R 201 387-9521 3/4/2004 562000 600100 8999 P
567 SYLVAN PL HAWORTH PASCIUTO RICHARD A 201 387-8551 10/2/1991 225000 476700 13560

Link from Full Report

- Link to Realist.com from a listing on the Full Report by clicking the **"R"** hotlink (below the MLS number).

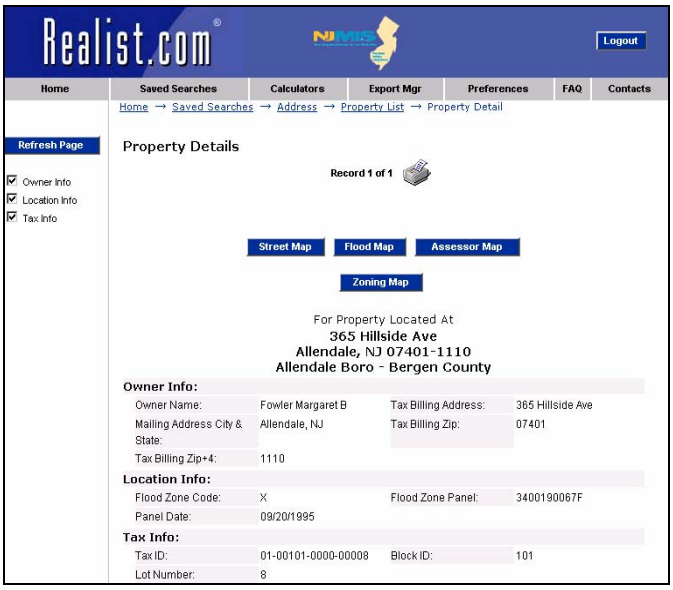
Keep This Listing
Full Report
Realist.com
Last LP: $518,000 6/16/2005-10/10/2005 ML#: 2519280
Addr: 40 WILBUR RD
Block: 00312 Lt: 00022 RES/A
Cty#: 02 CtyLoc: 100 Area#: 0203 Twn: BERGENFIELD
Direct: MAIDEN LANE TO WILBUR
Orig LP: $550,000 LSP#: 9633 LB#: 633
Sold: SSP: SB:
SD: DD: DOM:
Buyer:
Cty/St:
Rooms Bedrooms Full-Baths Half-Baths Style Sub-Style For Lease
8 4 1 1 COL NONE N
Taxes Lot Dimensions Sewer Lot SqFt Lot Frontage
$6,500 50 X 100 M 5001

Realist Property Details Page

Realist.com links will always open in a separate window. There may be occasions when the link provided for a listing finds no property in Realist.com. This may be due to a several factors, including: 1) new construction or new sub-divided parcel not yet available in the public records, 2) listing is a co-operative unit which is not considered to be real property, 3) incomplete address or block and lot on listing.

When Realist.com finds a property match to a listing, a new window opens that displays summary information and the 4 buttons that link NJMLS members to the maps.

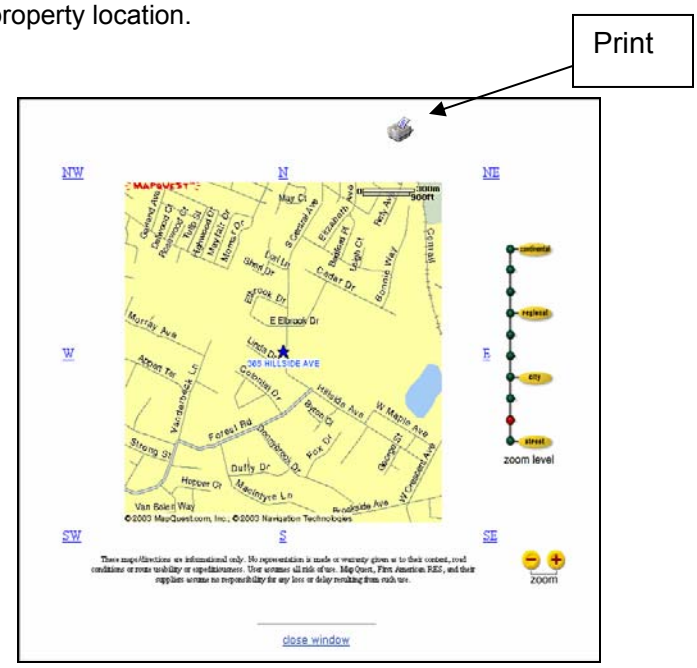
Sample Property Detail



Street Maps

Displaying a Street Map

MapQuest street maps can be produced from the Property Details page for most properties with a complete address. Click the **Street Map** button and a separate window opens with the map. A star and the address annotate the property location.



Navigating a Street Map

Zoom in and out by using the minus (-) and plus (+) zoom tool or click one of the areas on the zoom level tool. Panning is accomplished by clicking any compass direction points (N. S, etc) surrounding the map. Re-centering the map is accomplished by clicking on any newly desired center point on the map. Clicking the printer icon at the top of the page permits printing of the current map image.

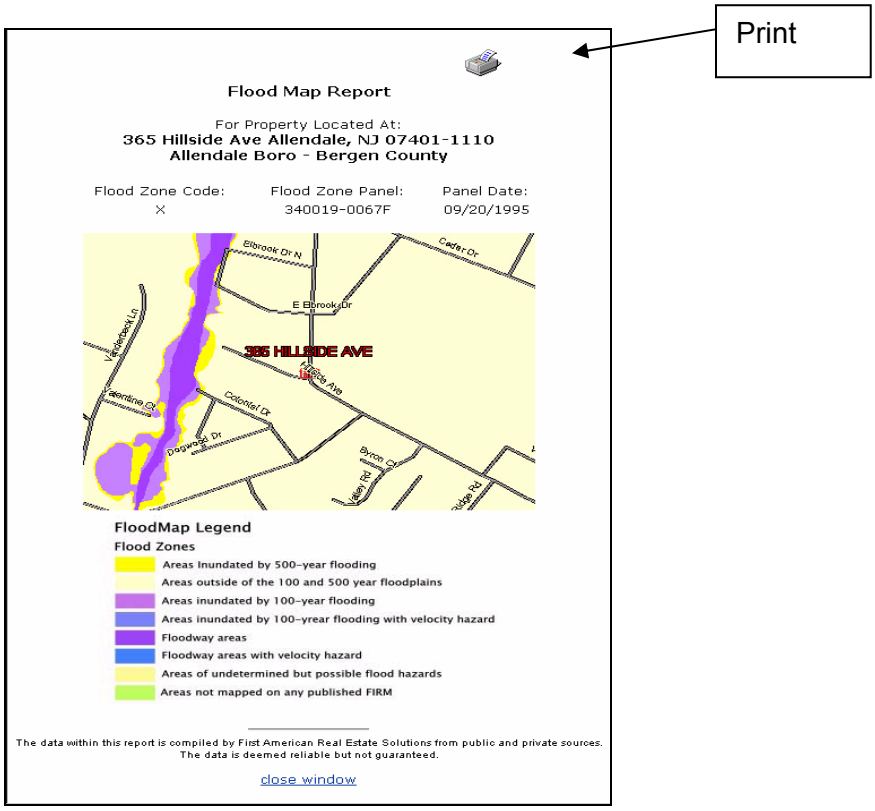
Printing a Street Map

Click on the printer icon at the top of the Street Map Report.

Flood Maps

Displaying a Flood Map

Click the **Flood Map** button at the top of the Property Detail page. If a flood map is available, a page displays similar to the one shown above. Click the **Flood Map** link to open the flood map in a separate window as shown below.


Print
Flood Map Report
For Property Located At:
365 Hillside Ave Allendale, NJ 07401-1110
Allendale Boro - Bergen County
Flood Zone Code:
X
Flood Zone Panel:
340019-0067F
Panel Date:
09/20/1995
Elbrook Dr N
Cedar Dr
E Elbrook Dr
365 HILLSIDE AVE
Hillside Ave
Colonial Dr
Valley Rd
FloodMap Legend
Flood Zones
Areas Inundated by 500-year flooding
Areas outside of the 100 and 500 year floodplains
Areas inundated by 100-year flooding
Areas inundated by 100-yrear flooding with velocity hazard
Floodway areas
Floodway areas with velocity hazard
Areas of undetermined but possible flood hazards
Areas not mapped on any published FIRM
The data within this report is compiled by First American Real Estate Solutions from public and private sources. The data is deemed reliable but not guaranteed.
close window

Printing a Flood Map

Click on the printer icon at the top of the Flood Map Report.

Emailing Maps

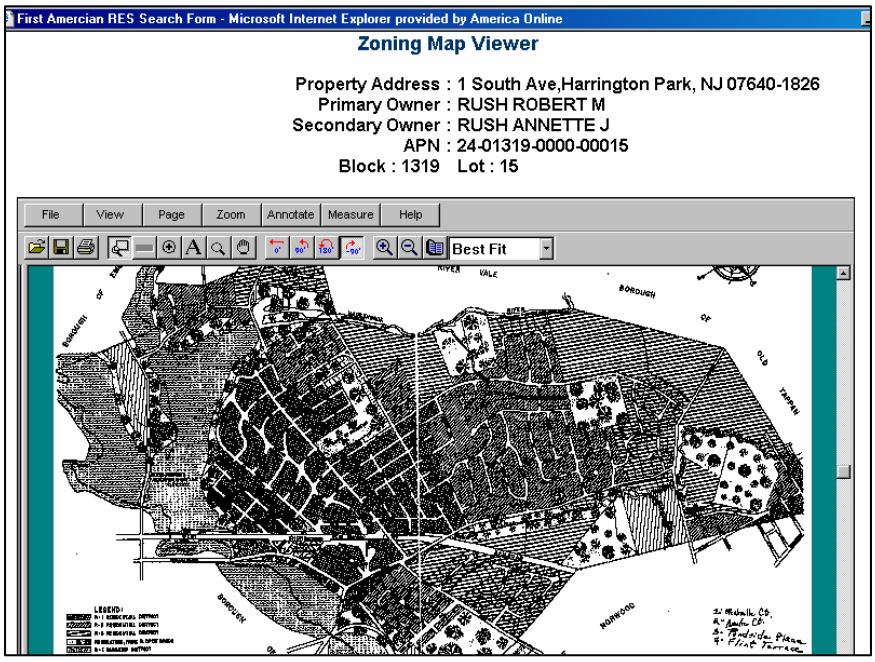
Click on the envelope icon as shown on the Flood Map page above. A page similar to the one shown below appears. A *From* and *To* email address must be supplied. The *Note* section allows for an optional message to accompany the map. Flood, Assessor and Zoning maps can be emailed.

Assessor maps

Introducing Assessor Map Formats and Software Options

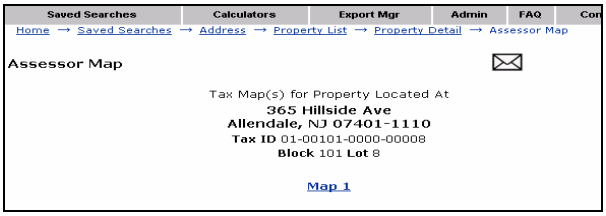
First American Real Estate Solutions stores assessor tax maps as TIFF (tagged image file format) images. To download, display and print assessors' maps on MLS members' computers, Realist.com uses a standard map viewer to view maps

Standard Viewer should appear as it does below. If you are trying to display a map and have a blank screen or do not see the standard viewer follow the troubleshooting tips on the following page.



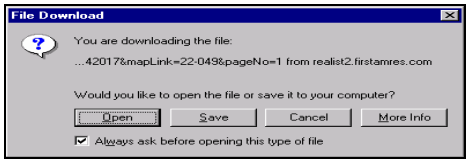
Displaying an Assessor or Zoning Map

Click the *Assessor Map* button at the top of the Property Detail page. If an assessor map is available, a page displays similar to the one shown below.



Click the *Map 1* link,

You may get a box asking you if you want to download the assessor map file to your computer.


File Download
You are downloading the file:
...42017&mapLink=22-049&pageNo=1 from realist2.firstamres.com
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Click Open

Troubleshooting Tips:

Enabling the FARES Map Viewer
Before you can view an assessor or zoning map, you must first enable the Map Viewer.
To enable the FARES Map Viewer, follow these steps:

1. Go to your Preference page on Realist.Com
2. Enable Map Viewer, select **"Yes".** (even if it currently says YES – select again)
3. Scroll to bottom of page and hit **"SAVE"**

Once you have enabled the Map Viewer, the first time you view a parcel or zoning map, you will be prompted to download the Map Viewer.

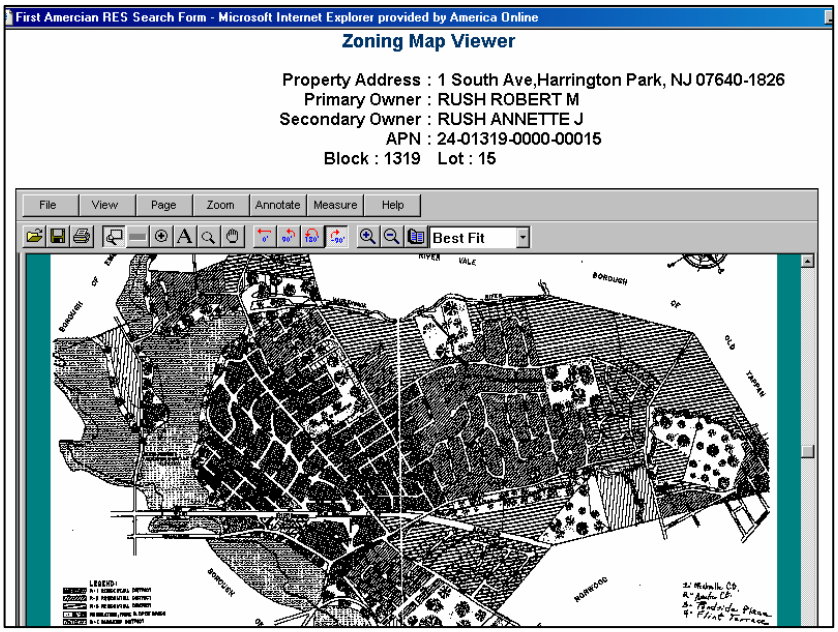
Security Warning
Do you want to install and run "Map Viewer Version 1.5" signed on 11/18/03 1:54 PM and distributed by:
The First American Corporation
Publisher authenticity verified by VeriSign Class 3 Code Signing 2001 CA
Caution: The First American Corporation asserts that this content is safe. You should only install/view this content if you trust The First American Corporation to make that assertion.
Always trust content from The First American Corporation
Yes
No
More Info

If you select "Yes", the Map Viewer will automatically be downloaded to your pc. Thereafter, the FARES Map Viewer will become your default Map Viewer when viewing any map.

The first time you click on a map link you may see the following message if your computer does not have the Map Viewer software loaded.

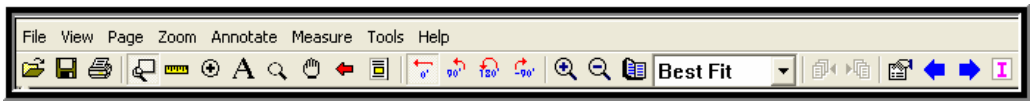
Click **"YES"** to install. (If you do not, you will not be able to view maps.)

Once the viewer is installed the map should appear on the screen as seen to right:



If you still do not see this viewer please call NJMLS Tech Support for assistance

FARES Map Viewer features:



	Open File	**The FARES Map Viewer will allow you to open assessor maps that you have previously downloaded. Once you have your file opened in the Map Viewer, you can begin to use the custom FARES features.**
	Save To File	**Using the Save to File feature will save the map at the standard 8.5x11 size. The FARES Map Viewer features work as an overlay to the map. This means that when a map is saved, any FARES Map Viewer features will not be saved with it.**
	Print Map	**The Print Map feature is a basic printing feature that allows you to print a map to any installed printer. Any FARES Map Viewer features (such as annotate or measurement) will print just as it appears on the screen.**
	Rectangle Zoom	**Rectangle Zoom is the default tool for the FARES Map Viewer. By clicking and dragging a box to any size, the rectangle zoom will zoom in on the selected area. This is very helpful when viewing a large map as the zoom feature will allow you to view street names and property dimensions**
	Measure	**The measurement tool will display the dimensions for any polygon area you outline. Using the Measure drop list in the menu bar, you can modify the style and outline color of the measurement tool. The Map Viewer will only display one polygon outline at a time.**
	Center Map	**By clicking on any area on the map, this feature will attempt to center the map to the area you selected. You must have enough physical map surrounding the area you wish to be the center point.**
	Annotate and Highlight Tools	**These two features are very similar as they allow you to draw attention to a specific area of the map. Both features can be formatted by using the corresponding menu bar. It is important to note that these features are not saved with the map, only printed.**
	Magnify Window	**This feature, while keeping the current map view, uses a second window to magnify any area of the map you mouse over.**
	Hand Pan	**By using your mouse to left click any area or the map, you can drag and adjust the viewable area of the map.**
	Insert Arrow	**The arrow tool can be used multiple times on any map and will appear in red. By rotating the map, you can insert arrows around a given area.**
	Rotations	**You can rotate the map for readability or in conjunction with other map viewer tools. Clicking the Normal tool will return the map to its original position.**
	Zoom In/Zoom Out	**It is important to know that using these tools will effect how the map will be printed. Zooming in the map and clicking the print button will only print the viewable map area.**

	Display Full Map	**This tool will bring you back to the original map size.**
	Browse Table and Previous/Next Map	**These tools allow you to select and view additional Assessor Tax Maps by opening a searchable index box on the left hand side of the map viewer window. The Previous and Next map buttons will only navigate you up and down the list of parcel maps and not through those maps you have tagged. By clicking on the Browse table button again, you will close the index box.**
	Display Index Map	**This feature will take you to the parent map of the currently viewed map.**

Although the Map Viewer does not allow you to save any markups to the parcel map, you can utilize the copy to clipboard feature found within Microsoft Windows. By pasting the copied file into a program such as Microsoft Word, you can save the map as it appears in the window.

Main Link to Realist.com Home Page

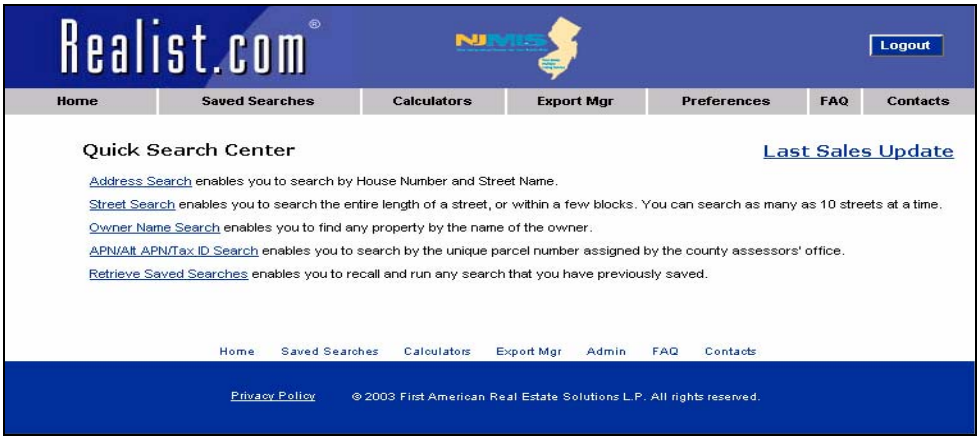
Linking to Realist.com

Access Realist.com from the XL Paragon Main Menu

Clicking the Realist link from the XL Paragon Main Menu opens a new browser window, granting NJMLS members access to Realist.com features. Hyperlinks are evident whenever the mouse pointer turns into a little hand.

First Time User must accept the End User License Agreement

When accessing Realist.com for the first time, you will be presented with the Realist.com End User License Agreement. The license agreement can be reviewed and printed. In order to use Realist.com, NJMLS members must click the *accept* button acknowledging the terms of the license agreement.


Realist.com
Logout
Home
Saved Searches
Calculators
Export Mgr
Preferences
FAQ
Contacts
Quick Search Center
Last Sales Update
Address Search enables you to search by House Number and Street Name.
Street Search enables you to search the entire length of a street, or within a few blocks. You can search as many as 10 streets at a time.
Owner Name Search enables you to find any property by the name of the owner.
APN/Alt APN/Tax ID Search enables you to search by the unique parcel number assigned by the county assessors' office.
Retrieve Saved Searches enables you to recall and run any search that you have previously saved.
Home
Saved Searches
Calculators
Export Mgr
Admin
FAQ
Contacts
Privacy Policy
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Reviewing the Home Page of Realist.com

Top Menu Bar

The Realist.com home page contains several important elements and allows quick access to all application features. The buttons on the top menu bar let the MLS member navigate to and from specific parts of Realist.com. Note that these options are repeated as links in smaller text at the bottom of the home page.

- Home
- Saved Searches
- Preferences
- FAQ
- Contacts

NOTE: Calculators and Export are not currently available.

Quick Search Center

The *Quick Search Center* in the middle of the Realist.com home page provides access to all search options. Once one of the search methods is selected, these same options are displayed in a frame on the left side of the page. It is not necessary to return to the home page to change search methods.

Address Search & Property Detail

Realist.com
Logout
Home
Saved Searches
Calculators
Export Mgr
Admin
FAQ
Contacts
Home → Saved Searches → Address
Search Type:
Address
Street
Owner Name
APN/Tax ID
Saved Searches
Address Search
Search
Clear Screen
Save Search
Please complete the fields below to begin your search.
State:
NJ
County:
BERGEN
For optimal search results please refer to the examples below. The bold items on the right side of each field indicate the appropriate entry for that field.
* Indicates a required entry.
House Number: (excluding street name) * 365
Pre-Direction:
Street Name: (excluding St, Ave, Blvd, etc.) * hillside
Street Suffix: (St, Ave, Blvd, etc.)
Unit Number: (3, A, 1B, etc.)
Post-Direction:
835 South Grant St #3 NE
835 South Grant St #3 NE
835 South Grant St #3 NE
835 South Grant St #3 NE
835 South Grant St #3 NE
835 South Grant St #3 NE
Home Saved Searches Calculators Export Mgr Admin FAQ Contacts
Privacy Policy
© 2003 First American Real Estate Solutions L.P. All rights reserved.

Select Address Search when you have a specific property you wish to locate. You will need both the street number and street name in Address Search.

Select State and County

The first step in conducting an address search is selecting the county from the drop-down list.

Enter Street Number and Street Name

Street number and street name are the minimal requirements and marked with a red asterisk. All other fields are optional but help narrow down possible matches. Make sure to point out that when entering search criteria, the pre-direction and street suffix must not be entered in the street name field. There are separate search fields for each of the following:

Automatic wildcard

The street name field conducts an automatic “starts with” wildcard search on as much of the name as you enter. This may be helpful when you are unsure of the spelling.

Consider the following example:
House Number = 10
Street name = Maple

The search result might return the following matches:

10 Maple Dr
10 Maple St
10 Maplecrest Ln
10 Maplecrest St
10 Maplewood Ave

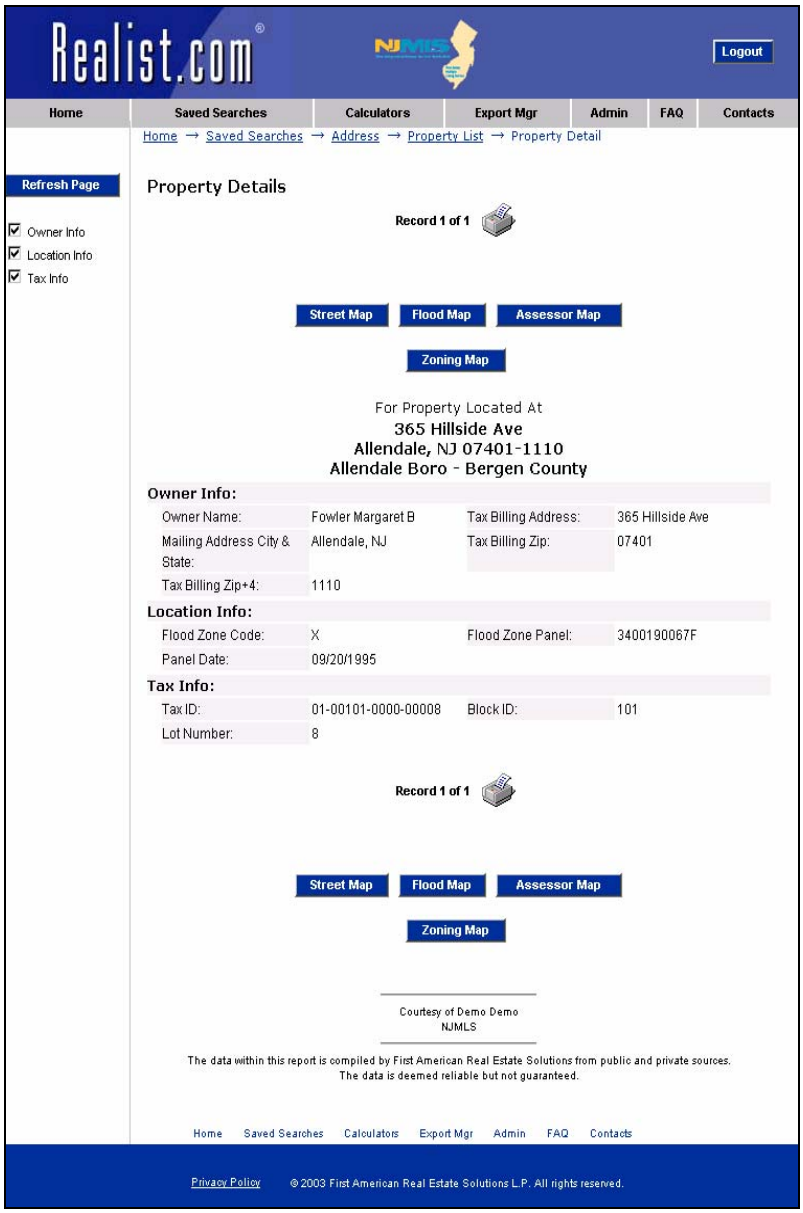
You can use street suffix and/or zip code to narrow down the number of incorrect matches.

Click the “**Search”** button (or press Enter key) to conduct the search.

Sample Property Detail Report

Understanding Property Details

When only one property match is found, Realist.com displays the Property Details page. Property data is organized into sections. The number of sections and information is limited to key fields that help MLS members confirm the desired property has been found.



Property Address

Centered at the top of the page is the full property address, county and municipality.

Owner Info

The Owner information section contains the following:

- Name(s)
- Mailing Address

Understanding Property Address and Mailing Address

The complete property address appears at the top of the page. First American Real Estate Solutions has enhanced property addresses to include city, state, zip, zip plus 4 and carrier route sorting. The tax billing address is maintained separately from the property address and has been enhanced in the same manner. Mailing address will be the same as Property Address when it is owner occupied. Otherwise, it will give the mailing address of the absentee owner.

Location Info

The location information section contains enhanced data provided by First American Real Estate Solutions that may not be part of the assessor's tax roll. It typically includes some or all of the following data elements:

- Flood panel date
- Flood zone panel
- Flood zone code

Tax Info

Tax information contains data gathered primarily or exclusively from the assessor's tax roll. Data elements may include:

- APN or Tax ID number
- Alt APN (if an alternate parcel id number is used)
- Block ID
- Lot Number

Customizing Property Detail

The Property Detail display and printed report can be customized by turning on or turning off selected sections. The frame on the left side of the Property Detail report (shown above) contains check boxes for each section. Clicking the boxes checks or unchecks each section. Click the *Refresh Page* button to see any changes. Your changes are automatically saved and effect Property Detail pages in all search types. They can be changed at any time.

Data driven display

The Property Detail report is data driven. If there is no data for a particular field on a property, the field label will not print either.

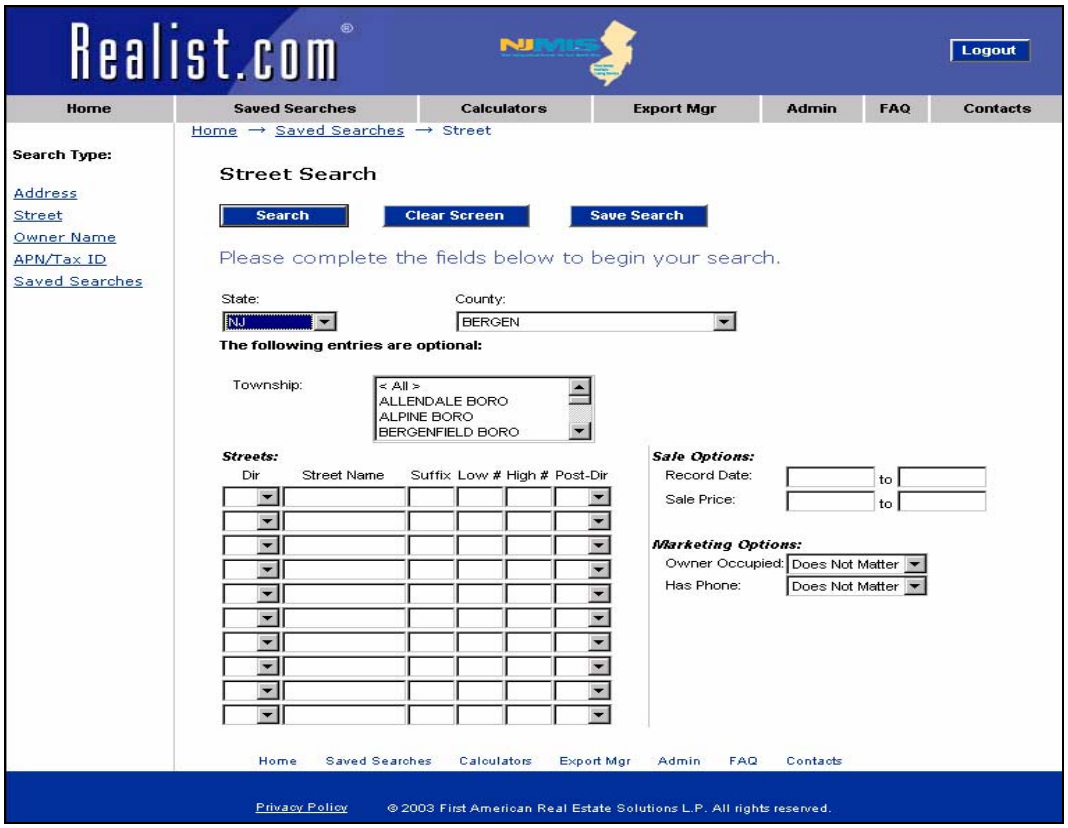
Printing Property Detail

To print Property Detail reports, click the Printer icon on the page instead of using the print command in your browser. This prints a properly laid out report that eliminates the buttons and other navigation tools that would print if the browser's print command were used.

Going back to last Realist.com page viewed

Realist.com provides *breadcrumb* links for navigating backwards after leaving the home page. Just under the Menu bar at the top of the page are text links with right pointing arrows that indicate the path you took to reach the current page. These links should be used in place of the browser's back button. The back button will not always function as expected – a user will often receive a "Warning: Page has Expired" message. It is also possible to jump back more than one page at a time by clicking any of the links for prior pages you viewed.

Street Search



Conducting a Street Search

Multiple Streets at One Time

The Street Search allows flexible searches on multiple street names - up to 10 at a time. House number ranges may also be entered. Other optional search criteria may be entered to narrow the result. The following criteria may be searched:

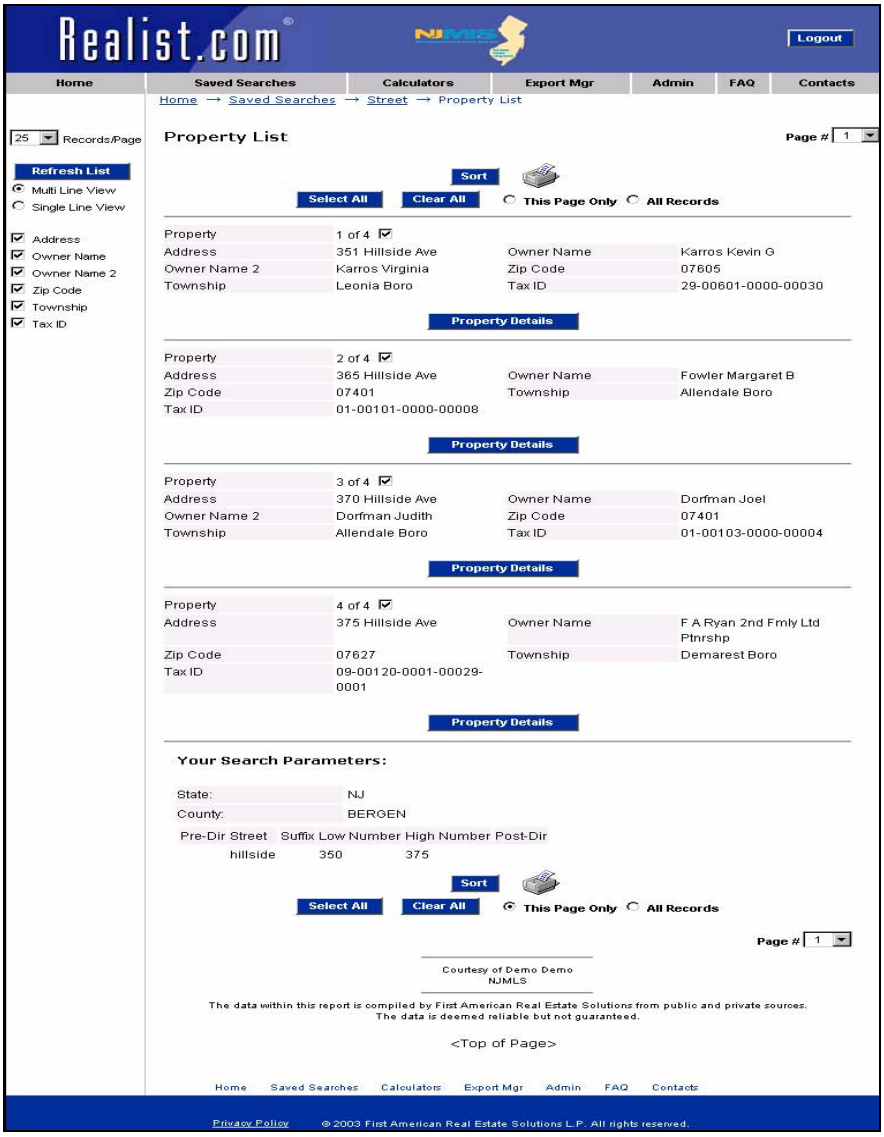
- Street Name
- Pre-Direction
- Street Suffix
- Low house number
- High house number
- Post-Direction
- Township

Working with Property Lists

When Realist.com finds more than one property matching your search criteria, the results are displayed in summary Property List format. Each MLS member can configure the Property List display. The configuration is automatically saved for all searches within the current session. Later, we will cover saving the configuration permanently.

For any Realist.com search, there is a limit to the number of properties that can be found. The default is 100, but this can be changed to up to 1000 records. When a search finds the maximum number of records, we recommend narrowing the search parameters or changing the users preferences to return more records.

Sample Property List



Records Per Page

There is a drop down box at the top of the left side frame on the Property List page to indicate how many property records (10, 25, 50 or 100) to display on each page. It is not necessary to click the *Refresh Page* to change the records per page.

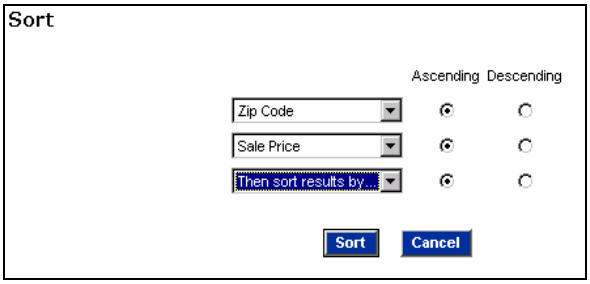
Multi-line or Single-line View

By default, Realist.com displays a multi-line summary for each property on the list indicated by the selected radio button *Multi Line View*. Checking or unchecking each data field in the list on the left side page frame changes the data fields included in the Property List. Click the blue *Refresh Page* button after making any changes.

Click the *Single Line View* radio button to change from the multi-line to a columnar view. Again, remember to click the blue *Refresh Page* to see the result. Note that you may have to scroll right to see all the columns.

Sort by up to 3 fields

The Property List can be sorted by up to 3 different fields, in any combination of ascending or descending order. Click the blue *Sort* button at the top of the page to make selections as show below. Then click *Sort* again to see the result.



Descending sort on sale dates and prices are recommended, whereas an ascending sort is advisable for address. Address sorting accounts for a variety of address related fields that ensure a true address sequence.

Each Realist.com search has a default sort sequence matching the type of search the user performs. For example, Street searches sort by address, whereas Owner Name searches order records by the owner's name.

Select All and Clear All

At this time, the *Select All* and *Clear All* buttons work in conjunction with the 2 radio buttons, *This Page Only* and *All Records,* to tag or untag matches for Export purposes only. Export capabilities are not part of the NJMLS Realist system. To Export tax records, use the Tax Search in XL Paragon.

Print Property List

You can print the Property List – either the multi-line or single line version – by clicking the Printer Icon at the top of the Property List page. The current page will print. At this time, it is not possible to print multiple pages of the Property List. Go to each page and print from there.

Viewing Your Search Parameters

Your search parameters appear at the bottom of every Property List page or report.

Navigate through Multiple Pages of the Property List

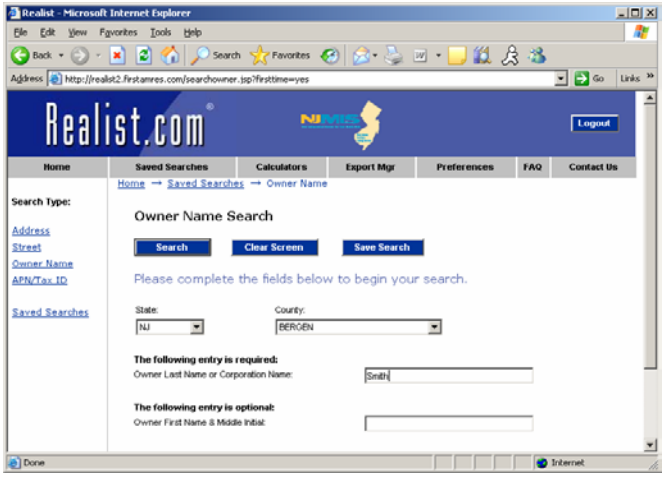
If the number of search matches exceeds the number of *Records Per Page* you have set, your results will appear on multiple pages. Use the *Next Page* button that appears in the upper right side of the page to advance forward through your search results. Use the *Previous Page* to reverse the direction. Alternatively, you can jump to a specific page by using the *Page #* drop down box.

Linking to and Navigating through Property Details

To view Property Details from the multi-line Property List, click the *Property Details* button located at the bottom of any property summary on the list. If you are viewing a single line Property List, click the *Details* button on the left side of the list.

Once you are viewing the Property Details page, use the *Next* and *Previous* buttons to navigate through your matches. As shown below, note the display indicates which record you are viewing and the total number of matches as *Record 3 of 60.*

Owner Name Search



Conducting a Search by Last Name

Enter either an owner last name or the name of a corporation. If you are unsure of the spelling, enter only part of the name. Realist.com automatically does a wild card search and finds all names starting with the letters you enter. An entry in this field is required. Realist.com allows for up to 2 owners per property. A search by last name will search both owner names automatically. This is helpful especially when 2 owners of one property have different last names.

Using Optional Search Fields

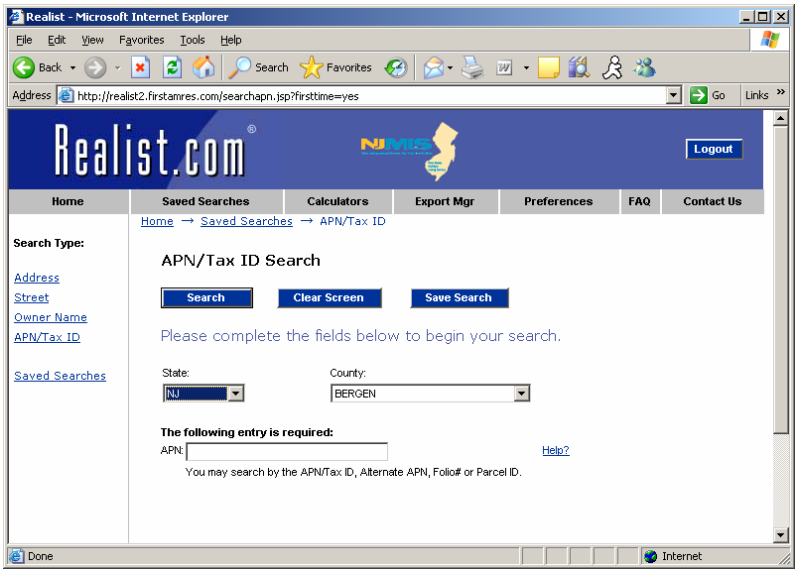
By First Name

This field is only used for individual owners, not for corporation names. If you are unsure of the spelling, enter only part of the name. For many common last names, entry of a full first name and middle initial will narrow the number of result matches.

Working with Search Results

As in the Address and Street examples above, if only one match is found, Realist.com displays the Property Details page. If more than one match is found, the Property List page displays.

APN/TAX ID Search



Reviewing APN/Tax ID Formats

The format of the APN or Tax ID varies from XL Paragon. – Please follow directions below for formatting:

Using APN/Tax ID Search in Realist
The Realist system formats their tax id's differently than in our Tax Database. They do not use a County Code within the number. In order to look up a property this way follow the following format:

District	-	**Block#**	-	**Block Suffix**	-	**Lot#**	-	**Lot Suffix**	-	**Condo#**	-	**Unit#**
(2 digits)		(5 digits)		(4 digits)		(5 digits)		(4 digits)				

For Example: To locate a property in Bergenfield (0203) on Block 112 Lot 1 enter: 03-00112-0000-00001

Can I search on a range of Tax ID numbers?
You may perform a search on a range of tax-ids by entering a portion of the tax-id and the range in parentheses. The portion of the tax-id you enter must end with a format break.

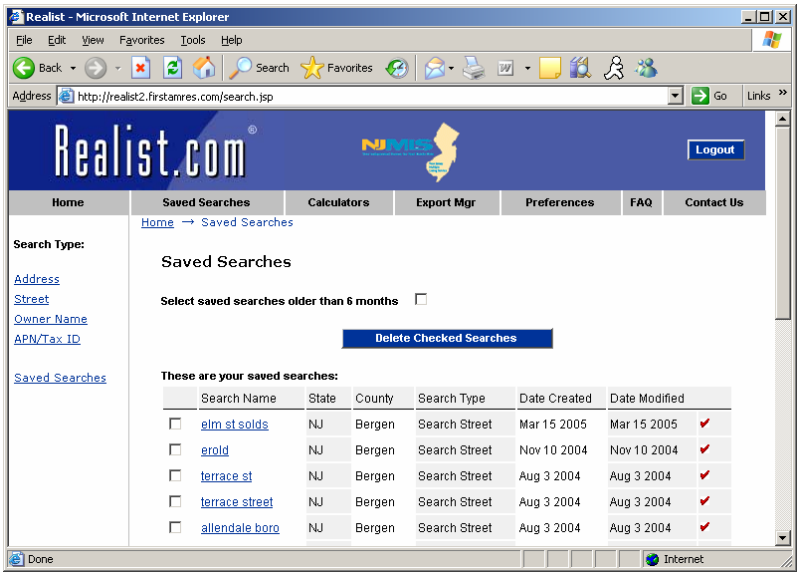
For example, if you wanted to search for all the properties within blocks 112 to 113 in Bergenfield enter:

- 03-(00112-00113)

Search Result: Property Details or Property List

If a complete Tax ID number is entered, the result is a Property Detail page. If wild card options are used, the result is a Property List with all properties matching the wild card parameters.

Saved Searches

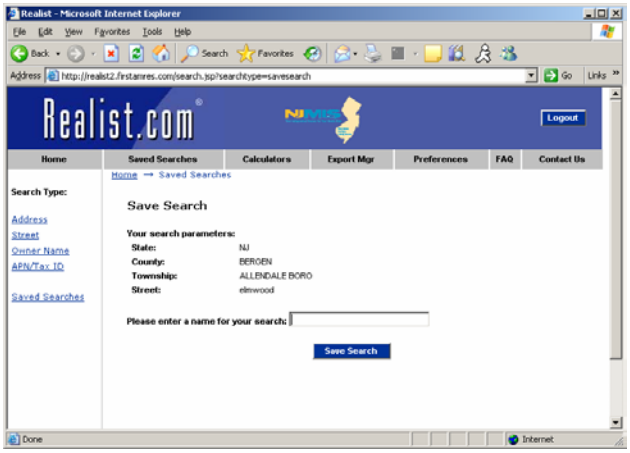


Creating a Saved Search

Users can save searches for a variety of convenient purposes. Saved Searches are confidential. A Saved Search can only be seen the user that created the search.

To save a search:

1) Enter a search
2) Click Save Search on the top of the screen
3) Name the Search and click **Save Search**.



Retrieving and Using a Saved Search

There are 3 ways to open your list of Saved Searches:

1) The Top Menu Bar always shows this option
2) The left side frame on any other search page
3) The *Saved Searches* "breadcrumb" on top of any page in the search or result process

An example of the Saved Searches page is shown above. To initiate one of the searches, click the name of the search desired and the search page corresponding to that search will open with all saved parameters loaded. Click the *Search* button to conduct the search. Remember, the original result is not stored, just the search parameters – a new search is conducted with the stored parameters. Your list of Saved Searches is sorted by date with the newest searches at the top.

Modifying a Saved Search

To change a Saved Search, load the search from your list. Make any modifications to the parameters and click the *Save* button on the Search page. You can keep the name of the search the same or change the name. The new search parameters will overwrite the old and be stored under the name you provide.

Deleting a Saved Search

Saved Searches can be stored as long as a user wishes. From time to time, a user may want to eliminate some saved searches they no longer use. To delete one or more Saved Searches, click the box to left of the search name, then click the *Delete Checked Searches* button at the top of the page.

Preferences

Accessing the My Preferences page
NJMLS members can customize specific search and product features of Realist.com via the options provided on the My Preferences page accessible by the Top Menu Bar Preferences option.

Members should be encouraged to visit My Preferences during their initial Realist.com session to set their key preferences, which are discussed in more detail below.

Selecting your Property Search Options

Maximum number of properties to view
The default is 100 records at a time, but this can be changed to any number up to 1000. As the result of any search, Realist.com will find records up to this maximum number. When a search result returns exactly the maximum number, it may be necessary to narrow the search parameters in order to get all matching properties.

Number of Properties per page
The default is 25 viewable records per Property List page. This can be changed to 10, 25, 50 or 100. Multiple Property List pages display when the number of matching properties exceeds this number. This option can be changed on each Property List page for the current session only but can be changed and saved here only.

Setup & Support

Browser and Internet settings

IE 5.0 or higher only

Using Realist.com requires Microsoft Internet Explorer version 5.0 or higher.

Must allow cookies

Internet Explorer must be configured to allow cookies. Cookies are small text files automatically stored on a user's computer by a web server. Cookies stored by Realist.com contain information about user preferences and make the user experience better. To make sure these are enabled, go to Tools, Internet Options, Privacy tab. Move the slider to the next lower setting. For users who wish to continue to block cookies, individual web sites can be specified that override this setting. The Realist.com URL address that should be allowed to set cookies is: http://realist2.firstamres.com/. Anti-virus or firewall software also may need to be configured to allow Realist.com to set cookies.

No pop-up killers

Some firewall programs and other special software allow users to block Internet Explorer from automatically opening new browser windows. These programs must be either disabled or reconfigured when using your Web-enabled MLS system and Realist.com. This allows new Property Link windows to open when requested.

Printing and Printer margins

Modifying the default page setups for Internet Explorer may resolve printing issues for some MLS members. Internet Explorer uses a default page margin of .75 inches and uses space to print header and footer information. By changing the top and bottom margins to .25 and removing the header and footer, users may find that the Property Detail report can often be printed on a single page. However, this depends on the amount of data available for each property. In some cases, it may be necessary to eliminate one or more portions of the report, such as the Mortgage History, in order to keep the report to a single page.

The Comparable Sales report detail section prints up to 4 columns of comps side by side. Depending on the data available in your area, it may be necessary to modify the default left/right margin to .25 so that data is not cut off in the right most column.

Links

As discussed above, HyperText links are used in your MLS system and within Realist.com to link you to new information with a single mouse click. The Property Link on the APN number on an MLS listing is one example of such a link. Internet browser users are experienced with seeing a little hand with a pointing index finger when their mouse hovers over a link.

Tab and Enter key

Use the *Tab* key to move from field to field within the page as you enter information. The *Enter* key will default to executing a search as long as enough required information is entered.

Pick lists and drop-down boxes

In a number of places, Realist.com uses scrollable drop-down boxes as pick lists when one or more known search variables must be entered. In some cases, only one choice is allowed. For example, there can only be one street Pre-Direction variable in an address. In this case, the drop down behaves in one of two ways:

1) Press the letter of the option desired to cycle through matches. For example, press *N* to cycle through N (North), NE (Northeast) and NW (Northwest).
2) Use the down or up arrow to navigate the list and press tab to go to the next field or position the cursor with the mouse.

In other cases, more than one variable may be chosen. For multiple choices, the user can hold down the Control (Ctrl) key and click each variable. Selections will be highlighted. Alternatively, a range of choices can be selected by clicking on the first, holding down the shift key and clicking on the last. Navigating a long drop-down box can be accomplished in 2 ways. Each box has a scroll bar on the right side. Alternatively, a user may type the first letter or number of their selection and the list will jump to the next match.

Session timeout

NJMLS members who have a browser window open to Realist.com will be automatically logged out after 120 minutes of inactivity.

System availability

Realist.com is designed to be accessible 24 hours a day, seven days a week, except during weekly backup. Weekly backup occurs each Saturday night, beginning at approximately 10:30 PM ET and ending by Sunday morning at 9:00 AM ET. Realist.com may be unavailable during this period.

First time access to Realist

End User License Agreement

The first time a user clicks on any link in their MLS system to Realist.com, they will be presented with the Realist.com End-User License Agreement page. In order to use Realist.com, the user must accept the terms of the license agreement. Once accepted this page will not reappear.

Online help

Contacts

The Realist.com home page Top Menu Bar has a *Contacts* option. It displays a list of email addresses and telephone numbers that help direct NJMLS members to the rightNJMLS department for their questions and concerns.

FAQ

The Realist.com home page Top Menu Bar *FAQ* (Frequently asked questions) option has answers to many common questions about Realist.com. This material is also covered in the Realist.com User Manual. The FAQ can be viewed on the screen or it may be downloaded in PDF format for offline viewing and printing. To view or print PDF files, use Adobe Acrobat Reader, which is available as a free download at:
http://www.adobe.com/products/acrobat/readstep2.html

Appendix - Flood Zone Codes

100 - Area in SFHA
This is an area inundated by 100-year flooding for which BFEs or velocity may have been determined. No distinctions are made between the different flood hazard zones that may be included within the SFHA.

100IC - 100-year Flood Discharge Contained in Channel
An area where the 100-year flooding is contained within the channel banks and the channel is too narrow to show to scale. An arbitrary channel width of 3 meters is shown.

A - Zone A
An area inundated by 100 year flooding,for which no BFEs have been established.

A99 - Zone
A99 An area inundated by 100-year flooding, for which no BFEs have been determined. This is an area to be protected from the 100-year flood by a Federal flood protection system under construction.

AE - Zone AE
An area inundated by 100-year flooding,for which BFEs have been determined.

AH - Zone AH
An area inundated by 100-year flooding (usually an area of ponding), for which BFEs have been determined; flood depths range from 1 to 3 feet.

ANI - Area Not Included
An area that is located within a community or county that is not mapped on any published FIRM.

AO - Zone O
An area inundated by 100-year flooding (usually sheet flow on sloping terrain), for which average depths have been determined; flood depths range from 1 to 3 feet.

AR - Zone AR
An area inundated by flooding, for which BFEs or average depths have been determined.

AR/A - Zone AR/A
An area inundated by flooding, for which BFEs or average depths have not been determined.

AR/AE - Zone AR/AE
An area inundated by flooding, for which FEs or average depths have been determined.

AR/AH - Zone AR/AH
An area inundated by flooding, for which BFEs or average depths have been determined.

B - Zone B
An area inundated by 500-year flooding; an area inundated by 100-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile; or an area protected by levees from 100- year flooding.

BE - Zone BE
An area inundated by 500-year flooding; an area inundated by 100-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile; or an area protected by levees from 100- year flooding.

BX - Zone BX
An area inundated by 500-year flooding; an area inundated by 100-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile; or an area protected by levees from 100- year flooding.

C - Zone C
An area that is determined to be outside the 100- and 500- year floodplains.

CE - Zone CE
An area that is determined to be outside the 100- and 500- year floodplains.

CX - Zone CX
An area that is determined to be outside the 100- and 500- year floodplains.

D - Zone D
An area of undetermined but possible flood hazards.

FW - Floodway
An area that includes the channel of a river or other watercourse (Usually adjacent to Zone AE).

FWIC - Floodway Contained in Channel
An area where the floodway is contained within the channel banks and the channel is too narrow to show on scale. An arbitrary channel width of 3 meters is shown. BFEs are not shown in this area, although they may be reflected on the corresponding profile.

IN - Area in SFHA
This is an area inundated by 100-year flooding for which BFEs or velocity may have been determined. No distinctions are made between the different flood hazard zones that may be included within the SFHA.

NM - Area Not Mapped
An area that is located within a community or county that is not mapped on any published FIRM.

OUT - Area Not Mapped
An area designated as outside a "Special Flood Hazard Area" (or SFHA) on a FIRM. This is an area inundated by 500- year flooding; an area inundated by 100-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile.

UNDES - Area of Undesignated Flood Hazard
A body of open water, such as a pond, lake, ocean, etc., located within a community's jurisdictional limits, that has no defined flood hazard.

V - Zone V
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

VE - Zone VE
An area inundated by 100-year flooding with velocity hazard (wave action); BFEs have been determined.

X - Zone X
An area that is determined to be outside the 100- and 500-year floodplains.

X5 - Zone X (500- year)
An area inundated by 500-year flooding; an area inundated by 100-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile; or an area protected by levees from 100- year flooding.

X500 - Zone X (500- year)
An area inundated by 500-year flooding; an area inundated by 100-year flooding with average depths of less than 1 foot or with drainage areas less than 1 square mile; or an area protected by levees from 100- year flooding.

X500IC - 500-year Flood Discharge Contained in Channel
An area where the 500-year flooding is contained within the channel banks and the channel is too narrow to show to scale. An arbitrary channel width of 3 meters is shown.

A1 - Zone A1
An area inundated by 100 year flooding, for which no BFEs have been established.

A2 - Zone A2
An area inundated by 100 year flooding, for which no BFEs have been established.

A3 - Zone A3
An area inundated by 100 year flooding, for which no BFEs have been established.

A4 - Zone A4
An area inundated by 100 year flooding, for which no BFEs have been established.

A5 - Zone A5
An area inundated by 100 year flooding, for which no BFEs have been established.

A6 - Zone A6
An area inundated by 100 year flooding, for which no BFEs have been established.

A7 Zone - A7
An area inundated by 100- year flooding, for which no BFEs have been established.

A8 - Zone A8
An area inundated by 100- year flooding, for which no BFEs have been established.

A9 - Zone A9
An area inundated by 100- year flooding, for which no BFEs have been established.

A10 - Zone A10
An area inundated by 100- year flooding, for which no BFEs have been established.

A11 - Zone A11
An area inundated by 100- year flooding, for which no BFEs have been established.

A12 - Zone A12
An area inundated by 100- year flooding, for which no BFEs have been established.

A13 - Zone A13
An area inundated by 100- year flooding, for which no BFEs have been established.

A14 - Zone A14
An area inundated by 100- year flooding, for which no BFEs have been established.

A15 - Zone A15
An area inundated by 100- year flooding, for which no BFEs have been established.

A16 - Zone A16
An area inundated by 100- year flooding, for which no BFEs have been established.

A17 - Zone A17
An area inundated by 100 year flooding, for which no BFEs have been established.

A18 - Zone A18
An area inundated by 100- year flooding, for which no BFEs have been established.

A19 - Zone A19
An area inundated by 100- year flooding, for which no BFEs have been established.

A20 - Zone A20
An area inundated by 100- year flooding, for which no BFEs have been established.

A21 - Zone A21
An area inundated by 100- year flooding, for which no BFEs have been established.

A22 - Zone A22
An area inundated by 100- year flooding, for which no BFEs have been established.

A23 - Zone A23
An area inundated by 100- year flooding, for which no BFEs have been established.

A24 - Zone A24
An area inundated by 100- year flooding, for which no BFEs have been established.

A25 - Zone A25
An area inundated by 100- year flooding, for which no BFEs have been established.

A26 - Zone A26
An area inundated by 100- year flooding, for which no BFEs have been established.

A27 - Zone A27
An area inundated by 100- year flooding, for which no BFEs have been established.

A28 - Zone A28
An area inundated by 100- year flooding, for which no BFEs have been established.

A29 - Zone A29
An area inundated by 100- year flooding, for which no BFEs have been established.

A30 - Zone A30
An area inundated by 100- year flooding, for which no BFEs have been established.

N - Area Not Mapped
An area that is located within a community or county that is not mapped on any published FIRM (Usually a community not participating in NFIP). Internal TFHC designation.

V0 - Zone V0
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V1 - Zone V1
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V2 - Zone V2
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V3 - Zone V3
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V4 - Zone V4
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V5 - Zone V5
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V6 - Zone V6
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V7 - Zone V7
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V8 - Zone V8
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V9 - Zone V9
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V10 - Zone V10
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V11 - Zone V11
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V12 - Zone V12
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V13 - Zone V13
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V14 - Zone V14
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V15 - Zone V15
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V16 - Zone V16
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V17 - Zone V17
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V18 - Zone V18
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V19 - Zone V19
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V20 - Zone V20
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V21 - Zone V21
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V22 - Zone V22
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V23 - Zone V23
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V24 - Zone V24
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V25 - Zone V25
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V26 - Zone V26
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V27 - Zone V27
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V28 - Zone V28
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V29 - Zone V29
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

V30 - Zone V30
An area inundated by 100-year flooding with velocity hazard (wave action); no BFEs have been determined.

Z - Area of Unknown Flood Hazard
An area of Data Discrepancy or an Unclaimed Area. Internal TFHC designation.